



PRESCOTT CITY COUNCIL WORKSHOP AGENDA

**PRESCOTT CITY COUNCIL
WORKSHOP
TUESDAY, FEBRUARY 7, 2012
3:00 PM**

**Prescott Council Chambers
201 South Cortez
Prescott, Arizona
(928) 777-1100**

The following Agenda will be considered by the Prescott City Council at its **Workshop** pursuant to the Prescott City Charter, Article II, Section 13. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

- ◆ **CALL TO ORDER**
- ◆ **INVOCATION** Pastor Bill Bassham, Prescott Seventh Day Adventist Church

- ◆ **PLEDGE OF ALLEGIANCE** Councilman Hanna

- ◆ **ROLL CALL:**

MAYOR AND CITY COUNCIL:

Mayor Kuykendall	
Councilman Arnold	Councilman Hanna
Councilman Blair	Councilman Kuknyo
Councilman Carlow	Councilman Lamerson

I. RECOGNITION

- A. Recognition of the Police Department Explorers

II. PUBLIC COMMENTS

- A. Introduction of new businesses
- B. Tom Collins and neighbors re speed limit on Smoketree
- C. Haley Hyatt of Catholic Charities re "In their shoes..." community action poverty simulation
- D. Carol Friedman re the Yavapai Symphony Guild

III. PRESENTATIONS

- A. Presentation by the Prescott Area Arts and Humanities Council re a Public Art Policy
- B. Presentation of the Willow Creek Road Realignment PARA Study
- C. Board/Commission liaison reports

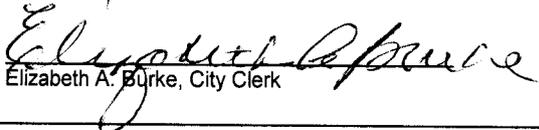
IV. DISCUSSION ITEMS

- A. Discussion of potential changes to the Prescott City Code

V. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 3-2-12 at 1:00p m. in accordance with the statement filed by the Prescott City Council with the City Clerk.


Elizabeth A. Burke, City Clerk

COUNCIL WORKSHOP MEMO – February 7, 2012	
DEPARTMENT: City Manager	
AGENDA ITEM: City Code update items	

Approved By:		Date:
City Manager: Craig McConnell		2-1-12

Item Summary

The purpose of this workshop is to create a list of items proposed to be added to or modified within the City Code through an eventual formal ordinance adoption process. Each topic identified at the February 7th workshop and placed on the list will be subsequently addressed in more detail at a future workshop.

The following items have been identified; additional ones may be forthcoming from discussion at the workshop.

City Manager

Title 1

Personnel and Human Resources - Identify Human Resources as a department and delegate to the City Manager authority to establish regulations and procedures appropriate for administrative promulgation which do not involve creation or modification of fundamental policies of the City which will continue to be set by the City Council. If all the Personnel topics currently found in the Code are retained, impractical, constant updating of the Code will be required to implement ever-changing federal and state requirements [e.g., Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA) and other payroll regulations, Health Insurance Portability & Accountability Acts (HIPPA), recruitment processes, pay plan and position classifications, discipline, leave authorization, background checks, retirement and termination guidelines, etc.].

Title 1 Chapter 1-10

Claims Against the City - Update this section and Title 2 Chapter 2-9 Legal Department to accurately set forth current procedures for approval, disapproval, and payment of damage claims, and related indemnification aspects.

Title 2

Departments (General) - This outdated section of the City Code needs to be revised following adoption of the FY 13 budget to accurately identify and describe the various City departments and their responsibilities.

Field and Facilities Services Department

Title 2 Chapter 2-13

Field Operations Department; Solid Waste Division - Update the Code to indicate that the Solid Waste Division is now located within the Field and Facilities Services Department, and service is only provided inside the City limits.

Public Works Department

Title 2 Chapter 2-1

Local Limits – An ordinance to define and limit discharge of prohibited substances into the City sewage collection and treatment systems from commercial and industrial users. Federal and state regulations under the Clean Water Act require communities to adopt ordinances for user adherence with Local Limits and pre-treatment of waste discharge from said commercial and industrial sites.

Title 3 Chapter 10-11

Water Conservation Code - Updating of Section 11 of this Chapter pertains to restrictions during water shortages that may be implemented by the City Manager specifically related to “safe production” and “total production capability” volumes as defined and quantified in the Code. Pursuant to A.R.S. 45-342 the City is required to submit a Drought Management Plan (update) to the Arizona Department of Water Resources every 5 years.

Title 8 Chapters 8-1,2

Sidewalks, City Right of Way - Confirm and/or modify, as applicable, respective responsibilities of adjacent property owners and the City regarding maintenance, repair, and replacement of sidewalks, as well as trimming, care, and cleanup of trees, storm damage, etc.

Title 16 Chapter 16-1

General Engineering Standards (GES) – Title 16 of City Code pertains to Street and Utility and Drainage Regulations. In the interest of improving process and customer service, in the area of project design and plan review, GES will supplement this Chapter with comprehensive definitions of engineering practices and standards for plan and project development in relation to the design of public infrastructure for water, sewer, and streets in Prescott.

The GES are 85% complete and have been drafted with the involvement and assistance of many of the local engineering firms in Prescott. The document still needs to be vetted through the development and contractor communities prior to starting the approval process (UDC, Planning and Zoning, and City Council) .

Title 16 Chapter 16-3

Drainage Criteria Manual – The current Drainage Criteria Manual (DCM) was adopted into City Code via Ordinance No. 3581 in February 1997. The DCM addresses engineering issues associated with drainage policies and criteria, drainage design practices, and floodplain management within the City of Prescott. The current DCM has become outdated. The updated DCM will better define stated policies, criteria, and engineering requirements associated with design and construction of facilities within the City of Prescott.

Agenda Item: City Code update items

Community Development Department (Airport Division)

Title 2 Chapter 2-12

Airport Lease and Rental Agreements - Update Airport Business Plan and align agreements (and fees).

Recommended Action: No formal action - discussion/direction only